

10 May 2024

Requests for Clarifications No. 1

UNFPA/DNK/ITB/24/006

N.B. For queries received on Technical Specifications, UNFPA is in the process of consolidating responses which shall be published on UNGM accordingly as soon as possible.

SCMU General Clarification:

Registration of medical devices with Center for Pharmaceutical Products Safety of Uzbekistan **will not** be required for all medical devices imported under this ITB.

Public use of medical devices will be granted by the issuance of **Certificate of Conformity**, the bidder should supply all the documents necessary for the issuance of certificate, while UNFPA Uzbekistan will apply to the relevant authorities to obtain the certification once the equipment is installed and operational.

1. Question 1

The reference is made to the *Section I: ITB, 10 Documents to be submitted with the bid*. Please clarify if the color copy of the bid should be sufficient or if there are documents that need to be submitted in original for hard copy submission.

UNFPA Response: Upon careful consideration, UNFPA shall solely accept Electronic Bids submitted via email in accordance with the guidelines provided in Clause 17 of the ITB. Please refer to Amendment No. 1 document as published on UNGM.

2. Question 2

The reference is made to Invitation to Bid, clause 5, where it is stated that the bid shall reach the UNFPA's reception. Q: As, there is UNFPA Country Office located at Makhmud Tarabi Str. 14, Tashkent, Uzbekistan, can we deliver the bid to UNFPA's reception in Tashkent?

UNFPA Response: Upon careful consideration, UNFPA shall solely accept Electronic Bids submitted via email in accordance with the guidelines provided in Clause 17 of the ITB. Please refer to Amendment No. 1 document as published on UNGM.

3. Question 3

I am writing to express my interest in the ITB Referenced UNFPA/DNK/ITB/24/006 with the closing date of 20th of May 2024 in Uzbekistan. If you could kindly guide me on how to apply and where to send the documents or sealed envelopes I would highly appreciate it. I do have a UNGM account but it appears I can't upload documents on there.

UNFPA Response: As per Section 15.1 of the ITB, Interested Bidders are requested to submit their Bid via email in accordance with the guidelines provided in clause 17.

4. Question 4

The reference is made to the *SECTION V: Bidding Forms, "5. Product Item Overview Form"*. The second and fourth columns state that these columns to be completed by UNFPA. However, we could not find filled form or the "Product Item Overview Form.xls" as referred to in "5. Product Item Overview



Form”. Please clarify if we should fill in the second column in the Product Item Overview Form by ourselves, or filled form can be obtained?

UNFPA Response: Please refer to the soft copy version of the Bidding Forms as posted on UNGM.

5. Question 5

Meanwhile, would you please share editable version of Bidding forms?

UNFPA Response: Please refer to the soft copy version of the Bidding Forms as posted on UNGM.

6. Question 6

Art. 10.3 of Section 1, Instructions to Bidders states:

*10.3. Documents Establishing the Eligibility and Conformity of the Goods and Related Services
Bidders shall submit:*

- a. Documentary evidence that the goods conform to the Technical Specifications and standards specified in Section II Technical Specifications and Schedule of Requirements.*
- b. Completed Product Item Overview Form, Section V, 5.*

The said Product Item Overview Form, Section V, 5 appears as PDF. We would like to understand whether the above mentioned spreadsheet (.xls) named “Product Item Overview Form.xls” is available. We cannot find it among the biddings documents that can be downloaded from UNGM.

The only documents we can download are:

- UNFPA DNK ITB 24 006 - 23 April 2024.pdf
- Technical Specifications (Word format).docx
- Annex I - In-Country Distribution Addresses.xlsx
- Annex II - Price Schedule Form.xlsx

If the said mentioned Product Item Overview Form.xls is not available, can you please clarify how the PDF form shall be completed?

Must any line be completed with UNFPA full description and minimum/mandatory specifications in the second column (starting from the left) and with the full technical description offered by the bidder in column 3? Line 1 for item 1, line 2 for item 2 and so on?

UNFPA Response: Please refer to the soft copy version of the Bidding Forms as posted on UNGM.

7. Question 7

Furthermore, due to the incoming holidays in Germany (1.5/9.5/.20.5) and the incoming holidays in China (1-3.5) I would like to ask, if you could please extend the deadline for three more weeks.

UNFPA Response: The deadline for submission of bids is extended until **Tuesday, 28 May 2024 at 15:00 Hours Copenhagen local time**. The bids shall be opened on **29 May 2024 at 10:00 AM Copenhagen local time**. Please refer to Amendment No. 1 document as published on UNGM.

8. Question 8

Please consider give all bidders another three weeks by extending the proposal submission date.

UNFPA Response: The deadline for submission of bids is extended until **Tuesday, 28 May 2024 at 15:00 Hours Copenhagen local time**. The bids shall be opened on **29 May 2024 at 10:00 AM Copenhagen local**



time. Please refer to Amendment No. 1 document as published on UNGM.

9. Question 9

It's too short for us to prepare such complicated and important bidding documents. Could you please extend the submission deadline for another three weeks?

UNFPA Response: The deadline for submission of bids is extended until **Tuesday, 28 May 2024 at 15:00 Hours Copenhagen local time**. The bids shall be opened on **29 May 2024 at 10:00 AM Copenhagen local time**. Please refer to Amendment No. 1 document as published on UNGM.

10. Question 10

Taken into consideration the complexity and scale of this project, as well as the need for clarifications, I would like to request a deadline extension by two weeks.

UNFPA Response: The deadline for submission of bids is extended until **Tuesday, 28 May 2024 at 15:00 Hours Copenhagen local time**. The bids shall be opened on **29 May 2024 at 10:00 AM Copenhagen local time**. Please refer to Amendment No. 1 document as published on UNGM.

11. Question 11

As I am living in Copenhagen, I would like to be present in person on the 21st May at 10:00 Copenhagen time, when the bid will be opened. Can you give me permission for this as well as guidance?

UNFPA Response: As per Section 6 of the ITB, the bid opening shall be conducted in online mode.

12. Question 12

In accordance with Item 8 of ITB № UNFPA/DNK/ITB/24/006 «Bidders shall acknowledge receipt of this Invitation to Bid according to the *Bid Confirmation Form, Section V, 1* of this solicitation document by email to Alice Bongiorno, bongiorno@unfpa.org no later than 16 May 2024 and to indicate whether or not a bid shall be submitted. If you are declining to bid please state the reasons for UNFPA to improve its effectiveness in future invitations».

Does this mean that the invitation was forwarded to the closed list of bidders or that any company with the appropriate qualifications and technical capabilities can participate and provide a bid?

UNFPA Response: This ITB is open to all qualified suppliers without any limitation. It is an open international competitive tender.

13. Question 13

We kindly ask you to confirm that the qualification and post-qualification documents required by the bid document, but not presented in section V. Bidding Forms, can be prepared by bidders in free form.

UNFPA Response: All forms should be submitted as prescribed by ITB. Please refer to the soft copy version of the Bidding Forms as posted on UNGM. The requirements mentioned under the post qualification of the bidders section that are not covered in the standard bidding forms should be submitted separately in an organized manner.

14. Question 14

In accordance with item 32.3 (d) Post-qualification of the Bidder of Section I. Instruction to Bidders «Bidder must have manufactured and supplied satisfactorily similar goods to a similar extent of the quantity, as mentioned against each schedule during any one of the last three years and the goods should have been in use satisfactorily with no adverse report».



Does this mean that if the bidder is not a manufacturer he also must submit similar goods to a similar extent of the quantity, as mentioned against each schedule during any one of the last three years?

UNFPA Response: Yes, as per the requirements set forth in the ITB, Suppliers must have past experience in the supply of similar medical devices. Suppliers that do not meet this requirement but that still have reliable capacity to deliver according to the requirements' expectations are nonetheless encouraged to submit their proposals for consideration. UNFPA maintains the right to deviate from the requirements stipulated in the ITB document for post-qualification of suppliers if the ITB cannot generate a solution for the project based on the specified qualification requirements of the ITB document.

15. Question 15

In accordance with item 32.3 (i) *Post-qualification of the Bidder of Section I. Instruction to Bidders* «Confirmation that all the facilities exist at the factory for inspection and testing and these will be made available to the purchaser or his representative for inspection».

We kindly ask you to confirm this confirmation should be provided also by the bidder who is not a manufacturer.

UNFPA Response: Bidders, including wholesalers, are required to include this confirmation in their Technical Proposal.

16. Question 16

Regarding your ITB No. UNFPA/DNK/ITB/24/006 numbered tender, we would like to ask, are your mentioned accessories quantities for each device or the total?

UNFPA Response: Accessories should be counted for each device.

17. Question 17

Is it a global tender? Can companies that are not officially registered in Uzbekistan also submit bids?

UNFPA Response: It is not necessary for suppliers to be registered in Uzbekistan. Please refer to Section 10.2 on *Documents Establishing the Qualification of the Bidder* clarifying that maintenance and services should be executed via authorized representatives of the equipment manufacturer located in Uzbekistan.

18. Question 18

The Warranty requirement stated in "SECTION IV: UNFPA Special Conditions for Contracts" is "36 months", while the After Sales Service stated in the same section requires for a "2 years after service service", when we are composing our technical file, which requirement we should be go for ?

UNFPA Response: Bidders are required to provide 36-months warranty and 24-months free maintenance, repair services and any additional spare parts after installation. For reference, the equipment is intended to service approximately 1 million births per year.

19. Question 19

Is a local representative of the manufacturer sufficient or is local presence of the bidder / supplier also required?

UNFPA Response: In the case of a Bidder not doing business within the country of destination, the Bidder is or will be represented by an Agent in the country that is equipped and able to carry out the supplier's maintenance, training, repair and spare parts-stocking obligations prescribed in the Section II, Technical Specifications and Schedule of Requirements. For information purposes, Bidders are kindly



requested to submit contact information of local agents to support with maintenance and after-sales services beyond the stipulated 36-months warranty and 24-months free maintenance and repair services

20. Question 20

The expectation of basic maintenance vs after sales service (does this include repairs only, or also the option of buying more accessories)?

UNFPA Response: Bidders are required to provide 36-months warranty and 24-months free maintenance, repair services and any additional spare parts after installation. For reference, the equipment is intended to service approximately 1 million births per year.

21. Question 21

Is a warranty of 36 months mandatory or would a warranty of 24 months also be allowed

UNFPA Response: Bidders are required to provide 36-months warranty and 24-months free maintenance, repair services and any additional spare parts after installation.

22. Question 22

“A minimum of two years of in-country after-sale services by an authorized local service provider” is required – should the price of the 2 years after sales be included in the price of the item include full after sales services for 3 years?

UNFPA Response: Bidders are required to provide 36-months warranty and 24-months free maintenance, repair services and any additional spare parts after installation.

23. Question 23

According to our previous similar project experience, the bidding products do not need to be registered locally, please kindly clarify whether we can understand that the bidding products of this project also don't need to be or have been registered in Uzbekistan?

UNFPA Response: Registration of medical devices with Center for Pharmaceutical Products Safety of Uzbekistan **will not** be required for all medical devices imported under this ITB.

Public use of medical devices will be granted by the issuance of **Certificate of Conformity**, the bidder should supply all the documents necessary for the issuance of certificate, while UNFPA Uzbekistan will apply to the relevant authorities to obtain the certification once the equipment is installed and operational.

24. Question 24

We can't enter into the link “SHIPPING AND PAYMENT INSTRUCTIONS” in SECTION IV: UNFPA Special Conditions for Contracts of the bid document. Please kindly help confirm what's wrong with this link and let us know the payment terms and shipping instructions.

UNFPA Response: Please disregard the invalid link. The most updated and relevant Shipping Instructions shall be sent to the selected Bidder upon PO dispatch.

25. Question 25

SECTION IV: UNFPA Special Conditions for Contracts – “Shipping and Payment Instructions”

We kindly ask you to provide us the link for shipping and payment instructions, since we can not download it from the Section IV of the bidding documents. Otherwise, we kindly ask you to detail



payment terms and conditions.

UNFPA Response: Please disregard the invalid link. The most updated and relevant Shipping Instructions shall be sent to the selected Bidder upon PO dispatch.

26. Question 26

SECTION VI: Contract Forms. Unfortunately, specific information on this aspect seems to be absent. Payment terms are crucial for ensuring financial transparency and contractual adherence. They typically include details such as payment frequency, mode of payment, invoicing procedures, and timelines for settlement. Can you please share or pin information regarding the terms of payment?

UNFPA Response: UNFPA standard 30 days payment terms shall apply.

27. Question 27

Please confirm the stipulated payment terms for this project.

UNFPA Response: UNFPA standard 30 days payment terms shall apply.

28. Question 28

After checking the tender documents we found no information related to the payment terms which will be applied in case of the contract award.

UNFPA Response: UNFPA standard 30 days payment terms shall apply.

29. Question 29

The reference is made to the 2.2. *Schedule of Requirements, LOT I - List of Goods and Delivery Schedule*. In the "Delivery Schedule from date of Contract" column, it is stated that the "First shipment must take part not later than 60 days" and lots 1 and 5 are to be divided in 4 orders with the following distribution: 30%, 30%, 20%, 20%. Please clarify the minimum amount of the "first shipment", as well as the period between shipments for divided orders, considering the requested quantities to be quite big for every position and 60 days may not be enough for production and delivery within set deadlines.

UNFPA Response: The amount of the first shipment should not be less than 25% of total quantity, the number of shipments should not exceed 3, and the last shipment should not stretch to 2025. UNFPA reserves the right to negotiate with the awarded Supplier on split shipment quantities.

30. Question 30

About the 2.2 Schedule of Requirements of Section II, it is only mentioned that there will be 4 orders with following distribution: 30%, 30%, 20%, 20% for Anaesthesia Machine and Intensive care ventilator. How about the other products? What's your preference?

UNFPA Response: The amount of the first shipment should not be less than 25% of total quantity, the number of shipments should not exceed 3, and the last shipment should not stretch to 2025. UNFPA reserves the right to negotiate with the awarded Supplier on split shipment quantities.

31. Question 31

About the Training Group 1 of Technical Training training requirements, it is mentioned: "Training location: Local Distributor Facilities", since all the equipment will be distributed to 227 maternity units, it is not practical to dispatch technician to each location for training, we advise that the 454 trainees (2 per facility) can gather in several places for intensive training. In this way, the training effect will be better. Please consider our recommendations carefully.



UNFPA Response: It is required to have initial introduction to equipment (switch on/off, functional buttons and accessories, basic functions) to be conducted during installation in each perinatal center (227) by installation team to key users. More comprehensive training is required upon completion of installation of equipment in perinatal centers in one or two regions combined by geographical location (for example, Khorezm region and Karakalpakstan, Kashkadarya and Surkhandarya, etc.) for at least two specialists per perinatal center to cover detailed functions of equipment, immediate actions in case of malfunction, action algorithm in case of repetitive mistakes/malfunctions, logbook development for maintenance, contact lists of potential maintenance companies, do/don't things users can do with equipment, check list for daily maintenance, timely use/change of disposables and spare parts, safety measures, etc).

Suppliers are kindly requested to submit their proposed training plan for evaluation at technical and post-qualification stages.

32. Question 32

Regarding training, is training via teleconference required and cannot be done in person due to the number of destinations?

UNFPA Response: Teleconference training is not required. In-person trainings can be based on the regions provided in the distribution table.

33. Question 33

Can a manufacturer only authorize the bidding products to a single bidder, or it can authorize multiple bidders at the same time, do we need exclusive authorization or just non-exclusive authorization to us from manufacturers, because we as a bidder are not manufacturer but authorized reseller.

UNFPA Response: The subject tender does not require an exclusive authorisation.

34. Question 34

Please share a sample of the valid authorization letter issued by manufacturers.

UNFPA Response: Please refer to the **Annex I - Commitment and Authorization Letter** at the end of this document as an indicative sample. UNFPA does not expect a specific format, as long as the Letter confirms that Manufacturer A authorizes Bidder B to sell its products.

35. Question 35

We did not find the Manufacturer Authorization form in the procurement documentation; could you please provide an explanation of this form, or answer whether this document is required and in what form?

UNFPA Response: Please refer to the **Annex I - Commitment and Authorization Letter** at the end of this document as an indicative sample. UNFPA does not expect a specific format, as long as the Letter confirms that Manufacturer A authorizes Bidder B to sell its products.

36. Question 36

Project requires "Manufacturers authorization issued to local service center for the right to provide maintenance services for the declare of medical equipment". Can this authorization submitted upon award?



UNFPA Response: Manufacturers authorization is required for technical assessment of the bid.

37. Question 37

For the custom clearance in the destination port, either we quote the local transportation or not, who will be undertaking the custom clearance work including duty/tax exemption application and other related clearance and cost?

UNFPA Response: UNFPA Uzbekistan Country Office shall be responsible for customs clearance of the devices. The awarded bidder will be required to provide the necessary supporting documentation for customs clearance processes.

38. Question 38

If we are not quoting cost for local transportation, does that means we are not required to cover the custom clearance cost occurs on the destination port?

UNFPA Response: Bidders are required to quote either CPT or FCA, none of these includes customs clearance charges which will be covered by UNFPA office. Bidders who submit CPT Offers are kindly requested to additionally submit FCA Offers for review and comparison at evaluation stage.

39. Question 39

Is offering from various FCA locations allowed?

UNFPA Response: Yes, depending on the location of the items, several geographical locations may be quoted. Bidders who submit CPT Offers are kindly requested to additionally submit FCA Offers for review and comparison at evaluation stage.

40. Question 40

In the price schedule form it is required to show FCA and CPT prices. do I understand correctly that you will choose between those prices which is more suitable?

UNFPA Response: Yes, the purpose of this is to ensure best value for money for UNFPA.

41. Question 41

How will the quantities be divided between supplier sources? Paragraph 35.1 mentions at least 3 sources for each item, but Paragraph 13 states that bidders are obliged to quote for full quantities per each item, hence quoted prices will be based on full quantities.

UNFPA Response: Each item must be bid for in whole, for example, if there are 161 Anaesthesia Machines, quote must be made for 161 machines. If a bid is made for 100 Anaesthesia Machines it will be disqualified. Bidders can submit quotes for any of 9 varieties of medical devices, LOTS I and II must be quoted in full. For example, it is possible to quote for Ventilator, operating lights or tables and leave other items unquoted.

42. Question 42

Can we provide the brochure and user manual in Russian upon award?

UNFPA Response: Yes, these can be provided prior to Goods shipment.

43. Question 43

In the solicitation documents, it's said: "6.4. The specifications are the minimum requirements for the products and related services. Products and services offered must meet or exceed all requirements



herein. The products shall conform in strength, quality and workmanship to the accepted standards of the relevant industry. Modifications of or additions to basic standard products of less size or capability to meet these requirements will not be acceptable.” However, there are some technical specifications are not so important or necessary. As a result, can we provide products with deviation in technical specifications and tell u where the deviation lies?

UNFPA Response: Bidders shall provide Offers matching the original technical specifications of the item as per the posted ITB to the extent possible. Please refer to **Section 24. Responsiveness of Bids** in relation to goods conformity and material deviation.

44. Question 44

I have noticed in the price forms that in-country logistics are labelled “optional”. Therefore, I understand that:

1. Item price with 3 years warranty + cost of spare parts and consumables for 2 years of operation CPT Tashkent
2. Cost of installation
3. Cost of training (min 2 hours teleconference)

are mandatory?

If we decide not to quote the logistics cost, am I correct to understand CPT Tashkent delivery is required?

UNFPA Response: Please refer to Section 11.3 of the ITB. Bidders are requested to quote the following based on INCOTERMS 2020:

- Price of goods FCA Point of departure/Freight cost CPT Tashkent, Ministry of Health Warehouse, Uzbekistan (LOT I - Mandatory)
- Installation of equipment in maternity units across Uzbekistan as per annex with destinations attached (LOT II- Mandatory)
- Local Transportation cost to maternity units across Uzbekistan as per annex with destinations attached (LOT III - Not mandatory)

Bidders who submit CPT Offers are kindly requested to additionally submit FCA Offers for review and comparison at evaluation stage.



Annex I - Commitment and Authorization Letter Sample

Commitment

I, the undersigned, _____
acting as responsible for the company

certify that the information provided (above) is correct and true,

☐ and I certify that the product offered is identical in all aspects of manufacturing and quality to that marketed in _____ (*country of origin*), including disease category type, intended use, intended population, specimen type, method and site of manufacture, sources of materials, quality control of the product and starting material, packaging, shelf-life and product information.

☐ and I certify that the product offered is identical to that marketed in (*name of country*), except:

(e.g., state the stipulated exception)

If any changes occur to the information after the submission of this product questionnaire, the manufacturer/supplier undertakes to provide the relevant update as soon as possible.

Date:

Signature:

Power of Attorney

The manufacturer authorizes a distributor to submit the questionnaire

Date:

Signature:

Distributor (Signed by Distributor for Manufacturer under power of attorney)

Please provide a copy of the power of attorney.